

## **LBNL – PROCUREMENT STANDARD PRACTICES**

**Section: 15 Subcontracting by Negotiation**  
**Subject: 15.11 Discounts and Government Pricing**

---

**PURPOSE:** This standard practice (SP) defines the requirements for determining and documenting the availability of discounts or government pricing on all Laboratory subcontracts.

**POLICY:** It is the policy of the Laboratory to obtain goods or services at a price most advantageous to the Laboratory and to document the cost savings realized from applicable discounts or government pricing.

**SCOPE:** This SP applies to all subcontracts.

### **PROCEDURES:**

#### **Negotiating Discounts**

As an entity of the University of California (UC) and a management and operating contractor of the Department of Energy (DOE), the Laboratory is eligible to take advantage of:

- Government pricing;
- Educational discounts;
- Blanket subcontracts issued by other DOE management and operating contractors or by the Integrated Contractor Purchasing Team (ICPT);
- UC contracts; and
- State of California agreements.

A BOA is any agreement for supplies and/or services that sets forth the terms and conditions that will apply to contracts issued under it. The Laboratory may issue contracts under any BOA established by the DOE, the UC, or another DOE contractor, provided that the terms and conditions of the BOA satisfy or are supplemented to satisfy the Laboratory's requirements under its Prime Contract with the DOE.

During negotiations, the availability of discounts must be determined by verifying with the offeror the availability of any discounts and/or government pricing.

Attempts to obtain discounts and/or government pricing should be documented.

#### **Use of Integrated Contractor Purchasing Team (ICPT) Agreements**

The Integrated Contractor Purchasing Team (ICPT) is a consortium of DOE management and operating contractors that has established national agreements with major suppliers of selected supplies and services on behalf of the entire DOE complex. These agreements take advantage of the aggregate needs and purchasing power of all DOE contractors. DOE encourages the effective utilization of these agreements to save dollars and to reduce purchasing lead times. The current listing

## **LBNL – PROCUREMENT STANDARD PRACTICES**

**Section: 15 Subcontracting by Negotiation**

**Subject: 15.11 Discounts and Government Pricing**

---

of ICPT Agreements and points of contact are found on the ICPT Homepage at:

<http://www.bechteljacobs.com/icpt/>

### **RESPONSIBILITIES:**

#### **Procurement Specialist**

The procurement specialist is responsible for:

- Ensuring that the subcontractor's proposal includes all available discounts and/or government pricing;
- Ensuring that a review of available ICPT national agreements with major suppliers is accomplished early in the acquisition process and that awards under such agreements are maximized; and
- Documenting attempts to obtain discounts and government pricing in the subcontract file for subcontracts exceeding the small purchase threshold.